VACANCY ANNOUNCEMENT #006-2024
23 February 2024

Sun Community Health ("SCH") is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title: Head of Local Internal Audit

Job/Role Grade: 7/C

Report to: Board of Directors

Contract Type: Integrated Project Based

Unit: Executive Office Unit

Require Position: “1”

Office/ Assigned Area: National Headquarters/ Yangon

Job Summary:

The Head of LIA is responsible for the organization’s internal audit service and including drawing up the internal audit strategy and annual plan and giving the annual audit opinion. He/She is under the supervision of the SCH’s Board of Directors (BOD) reporting an independent investigation into suspected fraud and the effectiveness of controls surrounding the completeness and accuracy of transactions recorded and reported in SCH offices. Executive Director of SCH will manage the administrative requirements of the Head of Audit.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of the Head of LIA includes:

- Assess SCH’s compliance according to both SCH’s policies and donor requirements;
- Manage SCH ethics reporting process in collaboration with BODs;
- Perform donor disclosure and required follow-ups of suspected fraud cases;
- Perform the preliminary reviews of suspected frauds to determine validity of allegations;
- Lead and perform investigations of suspected fraud cases;
- Develop an annual internal audit plan to support active risk management of SCH;
• Perform internal audits of SCH Myanmar’s operations in line with the annual plan to assess the effectiveness of SCH internal controls and compliance with SCH Myanmar’s policies and procedures;
• Support SCH’s Senior Leadership Team in the promotion of a culture of integrity and compliance, including fraud awareness training and compliance training;
• Execute the audit plan of SCH’s sub awardees in collaboration with program and finance teams;
• Provide summary reporting of key risks, compliance issues and findings to SCH’s Board of Directors in the board meeting periodically;
• Collaborate with donor audits on need base for internal audit assessments and/or investigations.

**KEY SKILLS/QUALIFICATIONS:**

➢ B. Com or any graduate with LCCI (Level -3) / ACCA/ CPA
➢ 5 years Internal Audit or Financial and Accounting experiences;
➢ Strong analytical and issue identification, prioritization and resolution skills;
➢ Proven ability to work independently.
➢ Must be able to lead teams, advise, solve problems and act/react promptly to issues

**Application:**

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”.

**SCH National Headquarters Office:** No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon

(Apply Link: [https://smrtr.io/jr78q](https://smrtr.io/jr78q))

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDS status and disability.”

*Only short-listed candidates will be invited for relevant tests and/or personal interviews.*